

**Village of Cold Spring  
Historic District Review Board  
85 Main Street, Cold Spring, New York 10516  
Regular Monthly Meeting**

January 8, 2014

**Members present:** Chair, Al Zgolinski; Vice Chair, Kathleen E. Foley; Members: Carolyn C. Bachan, Michael T. Bowman and Gretchen Dykstra

The meeting began at 8:02pm at the Village Hall.

**1. New Business**

**A. Skybaby Building, 75 Main Street, Sign**

*Note: Under Village Code, sign applications must be heard in an expedited fashion. Although this application was incomplete (no materials were specified in the written materials and the applicant did not know the specific materials that were to be used), the HDRB decided to hear the application.*

Melia Marzollo presented a design for a 18" X 22" sign to hang on the existing metal bracket on the Rock Street side of the Skybaby building. After debate about process and intent, and the proposal of two motions that failed to receive seconds, Ms. Marzollo was directed to return to the Board with a completed application including a photograph/drawing of how the sign will be attached to the bracket and the material she proposes to use.

**2. Board Business**

**Review & Completion of Larson/Fisher Survey Data**

The Board then held a long discussion about the survey of all buildings within the district that was done in 2009 by a paid consultant. In initial reviews of the data, board members have identified inaccuracies in the data that need to be assessed and corrected. Members agree that, if released, the survey must be accurate. However, there was disagreement about which aspects of the survey should be prioritized for review (style, date and contributions vs. character defining features). The chair additionally feels that the board needs to agree upon the character-defining features that will drive style designation. Member Dykstra raised concern that this exercise not take priority over other pressing issues, such as enforcement of the code itself.

An action plan and a tentative time goal were finalized: Four of the five members, who are equipped to assess the data, will divide the work. Members Bachan, Bowman and Foley will walk the blocks; Chair Zgolinski will rely on photographs. They will make notes on the accuracy of the construction date and historic style of the building, and whether or not the buildings are contributing or not contributing to the district. One member will also review the building's architectural characteristics. Members will try to complete their work by the March meeting. In March, the board will make an action plan to assess individual recommendations for data changes and incorporate those deemed necessary. In addition, Al

Zgolinski will reach out to volunteers who have previously expressed interest in assisting with the migration of the data into a web-based, interactive, publically accessible database.

#### **Review & Completion of Larson/Fisher Survey Data**

The Board discussed applying for a State Historic Preservation Office's Certified Local Government grant to conduct a code review and an update of the design standards, as was encouraged by the CLG staff. The board will continue to work with Bill Hurst on the code update. Kathleen Foley and Carolyn Bachan will seek 3-5 estimates from regional preservation architects for the standards review and updating. Depending on the cost estimates, both tasks may be included in one application or, perhaps, separate applications will be submitted over two fiscal years. Foley will draft the proposal for board review, after seeking assistance from the village clerk and treasurer. The edited draft will be submitted to the Village Board of Trustees for approval and it will be submitted under the Mayor's signature.

#### **Minutes of December 2013 Meeting**

Michael Bowman moved to approve the minutes of the last meeting as amended; Carolyn Bachan seconded the motion and the minutes were approved.

The meeting was adjourned at 10:52pm .

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Al Zgolinski, Chair for the Historic District Review Board

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Date